

Designee-Suspend Designation



Federal Aviation
Administration

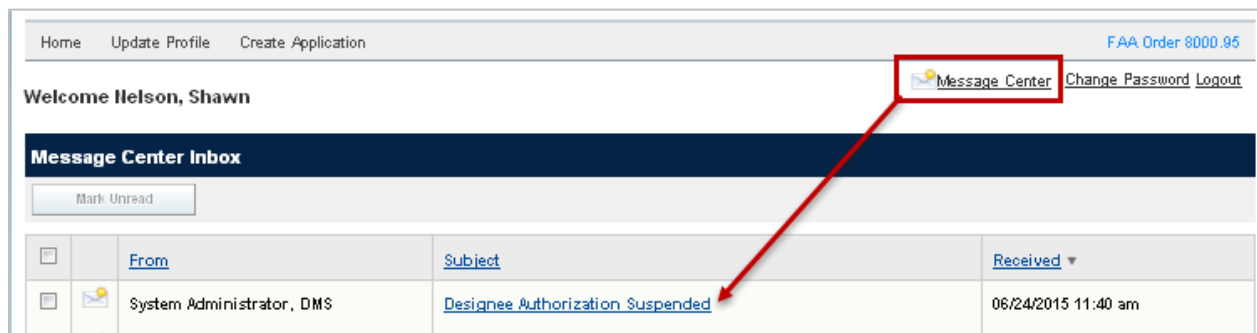
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Suspend Designation

Suspend Designation: Designee View

1. The *Designee Logs* into DMS.
2. From the **Message Center** link, open the message **Designee Authorization Suspended**.



3. Click on **Action**.

AME	Suspended	06/02/2015	06/01/2018	CLOA	Edit	Action
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Note: The Designee will not be able to do any action or activity while being suspended.

4. Under **Action Required Items**, select **Suspension Release Request**.

Action Required Items		
Designation AME		
Subject	Action Status	Due Date
Suspension Release Request	Pending	12/21/2015

Suspension Release Request page appears.

5. Enter **Justification** and then upload a file by clicking the **Select** button.

Suspension Release Request

Please enter your justification for your suspension release request below, and provide any documentation for the Managing Specialist to make a decision.

*** Justification**

Please upload any supporting evidence of the completed corrective action.

Select

Back

Save

Submit

Cancel

Designee Home page appears.

Technical Support

For technical assistance, please contact:

MyIT Service Center

1-844-FAA-MyIT (322-6948)

helpdesk@FAA.gov

MyIT.FAA.gov